

ALEXANDRIA TOWNSHIP COMMITTEE
2021 Re- Organization Meeting
MINUTES
January 6, 2021

This meeting was advertised in The Hunterdon Democrat, notice posted on the Alexandria Township Municipal Office front doors, and the Alexandria Township Website (www.alexandrianj.gov) at least forty-eight (48) hours prior to the meeting as required by the revised Open Public Meetings Act. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et, seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township of Alexandria does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and the Township Committee scheduled January 6, 2021 will be held electronically only.

Members of the public who wish to participate in the meeting may do so by calling 1-978-990-5000 followed by meeting number Access Code: 333891 at 7:35 PM.

Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. *A non-public dial in number will be used if executive session is required.*

Pursuant to DCA regulations, members of the public are permitted to submit written public comments. The Township Committee in advance of the remote meeting shall allow public comments to be submitted to the Clerk by electronic mail and in written letter form by noon the day of the meeting to clerk@alexandrianj.gov if electronic mail or Township of Alexandria, Attn: Township Clerk, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848 if in written letter as shall be established and posted on the website (www.alexandrianj.gov) in advance of the remote public meeting. Public comments submitted prior to the remote public meeting through electronic or regular mail shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public with a time limit of three minutes to be placed on the reading of written comments, which shall be read from their beginning until the time limit is reached.

Called to order by Municipal Clerk/Twp. Administrator Bobrowski at 7:35 PM.

ROLL CALL:

PRESENT: Comm. Plumer, Comm. Pfefferle, Comm. Kiernan, Twp. Attorney Dragan

ABSENT: None

FLAG SALUTE:

- Municipal Clerk/Twp. Administrator Bobrowski administered the Oath of Office to Committeeman Kiernan for a 3-year term on the Township Committee through December 31, 2023.
- Municipal Clerk/Twp. Administrator Bobrowski called for a nomination for Mayor.

Comm. Pfefferle made a motion to nominate Comm. Plumer as Mayor

Roll Call to nominate Comm. Plumer for Mayor

Aye: Kiernan, Plumer, Pfefferle

Nay: None

Abstain: None

Motion Carried

- Mayor Plumer made the following appointments:
Deputy Mayor – Comm. Pfefferle

Mayor Plumer noted that the Township Committee will take a look at the organization of the municipality for 2021 and will work with Township Clerk/Administrator Bobrowski and Department Heads.

Personnel Appointments for each Committee Member:

Board of Health Chair/ Financial Oversight	<i>Comm. Pfefferle</i>
Environmental Commission/Personnel/55+	<i>Mayor Plumer</i>
Park/Rec/ DPW Chair/Court	<i>Comm. Kiernan</i>

SELF- INSURANCE FUND COMMISSIONER

Michele Bobrowski.....1 year term

PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

Michele Bobrowski1 year term

BOARD OF HEALTH

Consisting of 2 Committeeman; Mayor and the Tax Assessor and Physician
(Hunterdon Healthcare/Delaware Valley Family Health Center, Milford, NJ)

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the above appointments made by Mayor Plumer.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

DESIGNATE OFFICIAL NEWSPAPER

Hunterdon County Democrat
Star Ledger – Alternate Daily
Courier News –Alternate Daily
Express Times-Alternate Daily
Trenton Times-Alternate Daily

SET DATE AND TIME FOR 2020 TOWNSHIP COMMITTEE MEETINGS

Second Wednesday of each month at 7:35 PM

Fourth Wednesday of each month for a Workshop Meeting from 6:00 PM to 8:00 PM

BANKS FOR DEPOSITORIES

Fulton Bank
Bank of America
TD Bank
PNC Bank
Riegel Federal Credit Union
Northfield Bank
Investors Bank

LOCATION FOR POSTING NOTICES

Alexandria Township Municipal Office and Official Township website:

www.alexandrianj.gov

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the above as read by Mayor Plumer.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

ANNUAL RESOLUTIONS

- Resolution 2021-001 Open Public Meetings Act *
- Resolution 2021-002 Official Newspaper *
- Resolution 2021-003 Notice of Meeting *
- Resolution 2021-004 Social Security Agent *
- Resolution 2021-005 Assessment Search Agent *
- Resolution 2021-006 Tax Collector's Refund Policy *
- Resolution 2021-007 Interest Rates on Delinquent Taxes *
- Resolution 2021-008 Grace Period for Taxes *
- Resolution 2021-009 Filing of Appeals *
- Resolution 2021-010 Cash Management Plan *
- Resolution 2021-011 Drug Free Work Place *
- Resolution 2021-012 Civil Rights Policy *
- Resolution 2021-013 Cancellation of Tax Overpayments/Delinquencies *
- Resolution 2021-014 Authorizing Tax Collector to Charge a Fee for Checks Returned for Insufficient Funds
- Resolution 2021-015 Authorizing Delivery of Duplicate Tax Bills
- Resolution 2021-016 Authorizing for Tax Collector to Conduct an Electronic Tax Sale
- Resolution 2021-017 Establish Tax Sale Mailing Fees
- Resolution 2021-018 Authorizing Year End Penalty

**Consent Agenda*

All items listed with an asterisk "" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the Annual Resolutions numbered 2021-001 to 2021-018.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

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**RESOLUTION 2021-001 FOR ALEXANDRIA TOWNSHIP,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
RE: OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act (N.J.S. 10:4-6 et seq. hereinafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

- 1.) Regular meetings of the Township Committee shall be held during the 2021 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.
- 2.) Workshop meetings of the Township Committee shall be held during the 2021 calendar year on the fourth Wednesday of each month from 6:00 PM to 8:00 PM at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey. Meetings can be cancelled for lack of items to be discussed.
- 3.) In consideration of Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township of Alexandria does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and the Township Committee will be held electronically only in 2021 until the State of Emergency has been lifted by Governor Murphy.

Members of the public who wish to participate in a meeting may do so by calling 1-978-990-5000 followed by meeting number Access Code: 333891 at 7:35 PM.

Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. *A non-public dial in number will be used if executive session is required.*

Pursuant to DCA regulations, members of the public are permitted to submit written public comments. The Township Committee in advance of the remote meeting shall allow public comments to be submitted to the Clerk by electronic mail and in written

letter form by noon the day of the meeting to clerk@alexandrianj.gov if electronic mail or Township of Alexandria, Attn: Township Clerk, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848 if in written letter as shall be established and posted on the website (www.alexandrianj.gov) in advance of the remote public meeting. Public comments submitted prior to the remote public meeting through electronic or regular mail shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public with a time limit of three minutes to be placed on the reading of written comments, which shall be read from their beginning until the time limit is reached.

- 4.) Meetings will be advertised in one of the newspapers noted below , notices posted on the Alexandria Township Municipal Office front doors, and the Alexandria Township Website (www.alexandrianj.gov) at least forty-eight (48) hours prior to a meeting.
- 5.) The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:
 - a.) The **Hunterdon County Democrat** which is hereby determined to be the newspaper, which has the greatest likelihood of informing the public within this municipality of meetings of this public body.
- 6.) The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules;
 - a. The **Star Ledger** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.
 - b. The **Express Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.
 - c. The **Trenton Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.
 - d. The **Courier News** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

7.) The following fees are hereby fixed to cover the costs of providing and mailing to a person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such persons:

a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

b. To receive written advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2018, **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act. (R.S. 10:4-12).

a. The fee to receive by mail or in person, any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

b. The fee to receive by mail or in person one copy of all the official minutes of all of the regular and special meetings of this public body shall be **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

6. Copies of the attached Annual Notice shall be provided as follows:

a. Posted and maintained throughout the calendar year on the public bulletin board, at the Township Municipal offices, located at 242 Little York-Mt. Pleasant Road, Milford, NJ 08848

b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.

c. Posted on the Township website: www.alexandrianj.gov

d. Filed with the Clerk of the Municipality.

e. Mailed or hand delivered to any person so requesting in accordance with Paragraph 4 hereof.

**RESOLUTION 2021-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY,
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2019**

BE IT RESOLVED that *The Hunterdon County Democrat*, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2021.

**RESOLUTION 2021-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY,
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2019**

BE IT RESOLVED that *The Hunterdon County Democrat*, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2021.

**RESOLUTION 2021-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY, ANNUAL NOTICE OF REGULAR
MEETINGS FOR THE ALEXANDRIA TOWNSHIP COMMITTEE**

PLEASE TAKE NOTICE that the regular meetings of the Alexandria Township Committee shall be held during the 2021 calendar year on the second Wednesday of each month, immediately following the Alexandria Township Board of Health Meeting at 7:30 PM, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848, unless rescheduled in conformity with the Open Public Meetings Act.

**RESOLUTION 2021-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY
AGENT FOR 2021**

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for Social Security and pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: Edward Peter Rees, **C.F.O.** as certified agent to prepare all necessary forms for Social Security and pension payments is hereby confirmed, and he shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2021.

RESOLUTION 2021-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND ASSESSMENT SEARCHES FOR 2021

WHEREAS, N.J.S.A. 54:5-11 requires that the governing body of a Municipality designate by Resolution a bonded official of the Municipality to certify Tax and Assessment Searches for all other unpaid Municipal liens and;

WHEREAS, (State Law) further requires that a salary be paid to such person or persons for services rendered in connection with such searches;

NOW, THEREFORE BE IT RESOLVED THAT

1. Kris Boxwell, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2021.

2. Kris Boxwell, Township Tax Collector, be, and is hereby designated to certify Assessment Searches for all other unpaid liens for the Township of Alexandria during the year 2021.

RESOLUTION 2021-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2021 REFUND POLICY

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten dollars (\$10.00); and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00)

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Township Finance Officer and Township Auditor.

**RESOLUTION 2021-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FIXING INTEREST RATES
ON DELINQUENT TAXES FOR CALENDAR YEAR 2021**

BE IT RESOLVED that pursuant to N.J.S.A. 54:4-67, the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes at the rate of eight (8%) per cent per annum on the first One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency and eighteen (18%) per cent per annum on any amount in excess of One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6%) per cent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk will provide a certified copy of this resolution to the Tax Collector.

**RESOLUTION 2021-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF
PROPERTY TAXES FOR 2021**

WHEREAS, there exists in the Township of Alexandria, Hunterdon County, the practice by the Tax Collector of the Township allowing the taxpayers of the Township a ten-day "grace period" after the quarterly due date for payment of real property taxes; and

WHEREAS, this practice frequently results in payments without interest for the first ten days and/or questions and disputes regarding same; and,

WHEREAS, the annual audit of the Township finances has resulted in a recommendation that the Statutes relative to collection of delinquent taxes be strictly enforced;

NOW, THEREFORE BE IT RESOLVED, that the Township Tax Collector be, and is hereby directed;

1. To allow a ten-day grace period for the payment of real property taxes;
2. If payment shall be made within said period of time no interest shall be required to be paid;
3. If payment shall be made after said period of time, interest shall be paid on the amount of tax due from the first day of the month.

**RESOLUTION 2021-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING FILING OF
STIPULATIONS AND CORRECTIVE APPEALS BY ASSESSOR
DURING THE CALENDAR YEAR 2021**

WHEREAS, the Township Committee of the Township of Alexandria has been informed that from time to time errors are made in computing the tax assessments, and

WHEREAS, the Tax Assessor of the Township of Alexandria has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation, and

WHEREAS, the Tax Assessor of the Township of Alexandria is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that the Tax Assessor of the Township of Alexandria be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Alexandria before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Alexandria, which she feels are proper and in the best interest of the municipality.

**RESOLUTION 2021-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR
2021**

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Alexandria thereafter "Municipality",

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

- Fulton Bank of New Jersey
- Northfield Bank
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union
- Investors Bank

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

E. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

F. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

G. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

H. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

I. BONDING

The following official shall be covered by security bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Municipal Tax Collector

The Chief Financial Officer and Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a public employees' faithful performance bond in the minimum amount of \$5,000.00

J. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

**RESOLUTION 2021-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY
FOR 2021**

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Alexandria:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Township Clerk shall establish a drug-awareness program, including distribution to each employee of this policy statement.
3. The employee shall notify the Township Clerk in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Township Clerk shall in turn immediately send notification to the Township Committee.
4. The Township Committee shall take one of the following actions, within 30 calendar days of receiving notice under paragraph 3, with respect to any employee who is so convicted;
 - Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

**RESOLUTION 2021-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A CIVIL RIGHTS POLICY AND A
POLICY AGAINST DISCRIMINATION WITH
RESPECT TO HIRING AND EMPLOYMENT OF TOWNSHIP EMPLOYEES**

WHEREAS, the Township of Alexandria finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey because of race, creed, color, national origin, ancestry, age, sex or marital status are a matter of concern to the government of this municipality, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable alike to all persons;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that:

1. Alexandria Township is an equal opportunity employer.
2. Alexandria Township shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, ancestry, age, sex, or marital status.
3. All employees of Alexandria Township shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Alexandria Township, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Township, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.
5. All of the provisions of this resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.
6. The Township Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.

**RESOLUTION 2021-13 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY CANCELLATION OF TAX OVERPAYMENTS/DELINQUENCIES**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria of the County of Hunterdon, State of New Jersey, the Tax Collector is hereby authorized to cancel said tax amounts as deemed necessary.

BE IT FINALLY RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector and Township Auditor.

**RESOLUTION 2021-14 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CHARGE A FEE FOR
CHECKS RETURNED FOR INSUFFICIENT FUNDS**

WHEREAS, N.J.S.A. 40:5-19 has been enacted to allow a municipality the authority to impose a service charge to be added on an account where payment by check or other written instrument was returned for insufficient funds; and,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the current fiscal year, and,

BE IT FURTHER RESOLVED that the Tax Collector may require future payments to be tendered in certified check, cashier's check, or cash, and,

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Tax Collector and the Municipal Auditor.

**RESOLUTION 2021-15 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING DELIVERY OF DUPLICATE TAX BILLS**

WHEREAS, N.J.S.A. 54:4-64, has been enacted to allow a municipality the authority to impose a service charge to be added if a mortgagee, servicing organization, or property tax processing organization requests a duplicate copy of a tax bill.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to charge the aforementioned fee at a rate of \$5.00 for the first duplicate copy

and a maximum of \$25.00 for each subsequent duplicate copy of the same tax bill in the same fiscal year, and,

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Tax Collector and the Municipal Auditor.

**RESOLUTION 2021-016 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CONDUCT AN
ELECTRONIC TAX SALE**

WHEREAS, N.J.S.A.54:5-19.1 et seq. permits municipalities to conduct electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and,

WHEREAS, the rule thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and,

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

NOW, THEREFORE BE IT RESOLVED, the Governing body of Alexandria Township does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

**RESOLUTION 2021-17 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO ESTABLISH TAX SALE MAILING FEES**

WHEREAS, N.J.A.S. 54:5-26 et seq., Notices posted and advertised in newspaper. Copies of the notice of a tax sale shall be set up in five of the most public places in the municipality, and a copy of the notice shall be published in a newspaper circulating in the municipality, once in each of the four calendar weeks preceding the calendar week containing the day of appointed for the sale. In Lieu of any two publications, notice to the property owner and to any person or entity entitled to notice of foreclosure pursuant to section 20 of P.L. 1948, c.96 (C. 54:5-104.48) may be given by regular or certified mail, the costs of which shall be added to the cost of the sale in addition to those provided in R.S. 54:5-38, not to exceed \$25.00 for each set of notices for a particular property.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Alexandria, County of Hunterdon and the State of New Jersey that the Tax Collector

shall charge a fee of \$25.00 per tax sale notice mailing to property owners, said mailings not to exceed two (2). Such fees shall be added to the cost of said tax sales.

BE IT FINALLY RESOLVED that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

**RESOLUTION 2021-18 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING YEAR END PENALTY**

WHEREAS, N.J.S.A. 54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges.

BE IT FURTHER RESOLVED, that the tax collector shall collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (\$10,000) Dollars.

BE IT FINALLY RESOLVED that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

PROFESSIONAL SERVICES

- Resolution 2021-019 Authorizing Contracts for Professional Services for 2021
- Resolution 2021-020 Appointment of Fund Commissioner
- Resolution 2021-021 Appointment of Risk Management Consultant
- Resolution 2021-022 Appointing Special Counsel for Affordable Housing and other matters for the Township of Alexandria
- Resolution 2021-023 Appointing Township Planner
- Resolution 2021-024 Appointing Township Auditor
- Resolution 2021-025 Appointing Township Labor Attorney
- Resolution 2021-026 Appointing Township Engineer
- Resolution 2021-027 Special Litigation Counsel
- Resolution 2021-028 Bond Counsel
- Resolution 2021-029 Tax Attorney
- Resolution 2021-041 Township Attorney
- Resolution 2021-042 Conflict Engineer

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolutions 2021-019 to 2021-029 and Resolutions 2021-041 and 2021-042 above.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2021-19 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING CONTRACTS
FOR PROFESSIONAL SERVICES FOR 2021**

WHEREAS, there exists a need for the retention of the following professional services to render professional advice and services to the Township of Alexandria on municipal issues, and as otherwise may be directed by the Committee, and pursuant to the provisions of N.J.S.A. 19:44A-20.5:

- 1) Professional Planner
- 2) Professional Engineer
- 3) Auditor
- 4) Township Attorney
- 5.) Labor Attorney
- 6.) Tax Attorney
- 7.) Special Litigation Attorney
- 8.) Bond Counsel
- 9.) COAH Counsel

WHEREAS, the Township Committee has determined and certified in writing that the value of each contract may exceed \$17,500 based upon historical information from the 2020 calendar year; and

WHEREAS, the anticipated term of each contract is one (1) year(s); and

WHEREAS, the professionals listed below have submitted a proposal indicating they will provide the services at hourly rates as submitted; and

WHEREAS, the professionals listed below have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township in the previous one year, and that the contract will prohibit the below named professionals from making any reportable contributions through the term of the contract; and

WHEREAS, funds for said contracts are available in the appropriation to the Township of Alexandria, and have been certified by the Local Finance Officer subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED on this 6th day of January 2021, by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

A. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized and directed to execute the professional services agreement with the following professionals:

1.) Professional Planner: David Banisch of Banisch & Associates

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is/will be available in account # 01-201-21-180-928 and is sufficient to cover costs associated with this professional as per the contract.

2.) Professional Engineer: Tom Decker, P.E. of Van Cleef Associates

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is/will be available in account # 01-201-21-165-020 and is sufficient to cover costs associated with this professional as per the contract.

3.) Auditor: Robert Swisher, Suplee, Clooney and Company

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$25,500.00 set by the Township Committee is/will be available in account # 01-201-20-131-020 and is sufficient to cover costs associated with this professional as per the contract.

4.) Township Attorney: Sharon A. Dragan, Esq. of Mason, Griffin & Pierson, Counsellors at Law

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed

\$75, 000 set by the Township Committee is/will be available in account # 01-201-20-155-127 and is sufficient to cover costs associated with this professional as per the contract.

5.) Township Labor Attorney: Matthew J. Giacobbe, Esq. of Clearly, Giacobbe, Alfieri, Jacobs, LLC.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is/will be available in account # 01-201-20-155-131 and is sufficient to cover costs associated with this professional as per

the contract.

6.) Township Tax Attorney: Martin Allen, Esq.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$10,000.00 set by the Township Committee is/will be available in account # 01-201-20-155-127 and is sufficient to cover costs associated with this professional as per the contract.

7.) Township Special Litigation Attorney: Joseph C. Tauriello, Esq.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is/will be available in account # 01-201-20-155-129 and is sufficient to cover costs associated with this professional as per the contract.

8.) Bond Counsel: Jon M. Cantalupo of Archer & Griener, PC

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is/will be available in account # 01-201-20-155-130 and is sufficient to cover costs associated with this professional as per the contract.

9.) COAH Counsel: Jon E. Drill, Esq. of Stickel, Koenig, Sullivan, & Drill, LLC

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is/will be available in account # 01-201-25-201-025 and is sufficient to cover costs associated with this professional as per the contract.

B. The contracts are awarded without competitive bidding as professional services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law in regard to the professionals special knowledge as to municipal issues, which knowledge is particularly valuable to the Township.

C. A notice of this action shall be printed once in the official newspaper of the Township of Alexandria.

D. A copy of this Resolution and each professional services contract shall be filed with the Alexandria Township Municipal Clerk and be available there for public inspection.

**RESOLUTION 2021-020 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING FUND COMMISSIONER FOR THE STATEWIDE
INSURANCE FUND**

WHEREAS, Alexandria Township (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Michele Bobrowski is hereby appointed as the Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that Edward Peter Rees is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2021 and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

**RESOLUTION 2021-021 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE
OF NEW JERSEY APPOINTING RISK MANAGEMENT CONSULTANT**

WHEREAS, Alexandria Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

1.) The Alexandria Township Committee hereby appoints, Michael J. Tillisch of Groendyke Associates as its local Risk Management Consultant.

2.) The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2021 in the form attached

**RESOLUTION 2021-022 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR AFFORDABLE HOUSING
AND OTHER MATTERS FOR THE TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

1. Township Professional-Attorney Jonathan Drill, 571 Pompton Avenue, Cedar Grove, NJ 07009

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints Jonathan Drill of Stickel, Koenig, Sullivan & Drill, LLC in the State of New Jersey, as the Township Special Counsel for the Township of Alexandria for the period January 1, 2021 through December 31, 2021.
2. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.

3. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
4. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
5. Fees for 2021 are as follows:

Special Counsel	per hour \$175.00
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6. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-25-201-025 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-022 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR AFFORDABLE HOUSING
AND OTHER MATTERS FOR THE TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or

apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

2. Township Professional-Attorney Jonathan Drill, 571 Pompton Avenue, Cedar Grove, NJ 07009

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

8. That the Township hereby appoints Jonathan Drill of Stickel, Koenig, Sullivan & Drill, LLC in the State of New Jersey, as the Township Special Counsel for the Township of Alexandria for the period January 1, 2021 through December 31, 2021.
9. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
10. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
11. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
12. Fees for 2021 are as follows:

Special Counsel	per hour \$175.00
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13. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-25-201-025 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
 14. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.
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**RESOLUTION 2021-023 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP PLANNER FOR THE TOWNSHIP OF
ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional planning services (“professionals”) during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

3. Township Professional Planner: David Banisch, P.P. of Banisch Associates Inc., 111 Main Street, Flemington New Jersey 08822

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

15. That the Township hereby appoints **David Banisch**, P. P., and Banisch Associates, Inc., licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria.
16. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
17. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
18. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

19. The following rates are for professional planning services rendered to the Municipality for 2021:

Hourly Rates

Senior Licensed Professional Planner	\$165.00
Principal Licensed Professional Planner	\$154.00
Associate Licensed Professional Planner	\$138.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$195.00
Principal Licensed Professional Planner	\$179.00
Associate Licensed Professional Planner	\$160.00
Research Associate	\$118.00

Reimbursable Costs

Printing and reproduction of maps and copies of reports (other than routine correspondence) by an outside vendor will be billed at cost.

In-house printing and reproduction of CD's, maps and copies of reports (other than routine correspondence) will be billed at charges indicated below.

<u>Cost</u>				
	<u>Paper Size</u>	<u>Color</u>	<u>Black & white</u>	<u>Blueline</u>
Printing and copying:	8 ½ x11, 8 ½ x 14	\$0.89	\$0.09	n/a
	11 x 17	\$1.79	\$0.17	n/a
Display exhibit (2'x3' mounted color):		\$63.00		
CD's:		\$10 each		

1. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-21-180-92 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
2. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-024 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP AUDITOR FOR THE TOWNSHIP OF
ALEXANDRIA TO AUDIT THE YEAR 2021**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

4. Township Auditor, Robert Swisher of Suplee, Clooney & Company, 308 E. Broad Street, Westfield, New Jersey 07090-2122

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

20. That the Township hereby appoints Robert Swisher, licensed as a Certified Public Accountant in the State of New Jersey, as the Township Auditor for the Township of Alexandria for the period January 1, 2021 through December 31, 2021. Mr. Swisher will be responsible for the 2020 Annual Debt Statement, Completion of 2020 Audit, and the 2020 Annual Financial Statement
21. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
22. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory

Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

23. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

24. Fees for 2021 are as follows:

Staff:	Hourly Rates:
Partner	\$150.00-\$175.00
Manager	\$115.00
Senior Staff	\$ 90.00-105.00
Staff Accountant	\$75.00-\$85.00

1. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$25,500.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-131-020 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
2. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A TOWNSHIP LABOR ATTORNEY FOR THE
TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized

instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Labor Attorney: Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC.,
5 Ravine Drive, PO Box 533, Matawan, NJ 07747

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints ***Matthew J. Giacobbe, Esq.*** as Municipal Labor Attorney to provide legal advice and services in connection with representation of the Township, and Matthew J. Giacobbe, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
 2. The Township will pay \$150.00 per hour to Matthew J. Giacobbe, Esq. for his services.
 3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
 4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
 5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
 6. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-155-131 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
 7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.
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**RESOLUTION 2021-026 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ENGINEER FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

5. Township Professional Engineer: Thomas Decker, P.E. (Senior Associate) of the Firm of Van Cleef Engineering Associates, LLC, Somerset County Office, 32 Brower Lane, Hillsborough, NJ 08844

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

25. That the Township hereby appoints Thomas Decker, PE, licensed as a Professional Engineer in the State of New Jersey, as the Township Engineer for the Township Alexandria for the period January 1, 2021 through December 31, 2021.
26. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
27. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
28. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a

contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

29. Fees for 2021 are as follows:

Municipal Engineer	per hour \$146.00
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30. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-21-165-020 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.

31. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-027 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR APPOINTMENT OF SPECIAL LITIGATION COUNSEL OF
JOSEPH TAURIELLO, ESQ.**

WHEREAS, there exists a need for the performance of professional services, specifically special legal services, for the Township of Alexandria in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, which cannot be handled by the Municipal Attorney, during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints *Joseph C. Tauriello, Esq., 221 Witherspoon Street, Princeton, NJ 08542* as Special Counsel for Alexandria Township to provide legal advice and services in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, as such services, or any other services, may be requested or required in that capacity.
2. The Township will pay \$175.00 an hour to Joseph C. Tauriello, Esq. for services and shall enter into a mutually agreeable written compensation agreement reflecting such compensation with Special Counsel within (30) days of the date of this Resolution.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-155-129 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
7. A brief notice of the award of a Contract for Legal Services shall be published in the official newspaper as required by law within ten (10) days of this Resolution.

**RESOLUTION 2021-028 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) John M. Cantalupo, Esq. of Archer & Greiner, P.C., Riverview Plaza, 10 Highway 35,
Red Bank, NJ 07701

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints ***John M. Cantalupo, Esq.*** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and John M. Cantalupo, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$2,500.00 plus \$0.95 per thousand dollars of bonds issued. Services rendered beyond the scope of those described in this Resolution will be billed \$75.00-\$150.00 an hour depending on the paralegal and attorney involved. Such services include, but are not limited to, attendance at meetings, work involved in the preparation or review of the Official Statement, and a disclosure agreement, if applicable, for a bond or the review or the preparation of an Official Statement and a continuing disclosure agreement, if applicable, for a bond anticipation note sale, diligence for a bond ordinance, review of authorization of proceedings for a bond ordinance , preparation or prequalification packages for bond insurance, preparation of a rating agency package, analysis of any credit enhancement facility, the preparation or review of Local Finance Board application, attention to or services rendered with regard to any litigation that may occur or any legal question posed by the Township, tax work, complicated arbitrage analysis or application to the Federal Reserve Bank for investments of bond or note proceeds in State and Local Government Series federal obligations and legal services, the preparation of the necessary documentation and reviewing and commenting upon all documentation in connection with any capital equipment lease financing, pooled loan financing or loan financing

undertaken by the Township through an Improvement Authority, NJIB, USDA, or any other legal services the Township wishes Bond Counsel to perform. For services rendered in connection with the preparation of each bond ordinance, a fee of \$350.00 for each single process ordinance and \$450.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,000.00 for Bond Counsel's approving legal opinion in connection with such financing and \$0.50 per thousand dollars of bond or tax anticipation notes or emergency notes issued.

3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-155-130 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-029 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A TOWNSHIP TAX ATTORNEY FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Tax Attorney: Martin Allen, Esq., of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. 15 Mountain Boulevard, Warren, New Jersey 07059.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints ***Martin Allen, Esq.*** as Municipal Tax Attorney to provide legal advice and services in connection with representation of the Township, and Martin Allen, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$175.00 per hour to Martin Allen, Esq. for his services.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$10,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or

permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-155-127 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.

7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-041 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ATTORNEY FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

6. Township Attorney: Sharon A. Dragan, Esq., having her offices at Mason, Griffin & Pierson, 101 Poor Farm Road, Princeton, NJ 08540.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

32. That the Township hereby appoints ***Sharon A. Dragan, Esq.*** as Municipal Attorney to provide legal advice and services in connection with general representation of the Township, and Sharon A. Dragan, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
33. The Township shall pay to the Attorney hourly rate of \$155.00 per hour which includes attendance at Township Committee meetings and non-litigation matters, not to exceed 30 hours per month. Attorney will advise the Township if

- it appears the hours spent will exceed 30 hours in a particular month so that the Township can decide if work should proceed, and in that case, Attorney shall be compensated at the aforesaid hourly rate. The Township shall also reimburse the Attorney for the out-of-pocket expenses such as: filing fees, overnight delivery, postage and telephone expenses at the actual cost, but not travel time.
34. In the event that the Attorney is requested to assist in litigation matters than the Township shall be billed at an hourly rate of \$180.00 per hour
35. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
36. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
37. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
38. The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$75,000.00 set by the Township Committee is subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. and available in an account numbered 01-201-20-155-027 as of January 6, 2021 and is sufficient to cover the cost of the contract awarded herein.
39. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2021-042 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A CONFLICT ENGINEER FOR THE TOWNSHIP OF
ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2021 to December 31, 2021; and

WHEREAS, subject to and contingent upon the availability of sufficient funds in the 2021 temporary and/or permanent budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

7. Township Conflict Engineer: Michael S. Finelli, P.E., P.P, C.M.E of Finelli Consulting Engineers, Inc., 205 Route 31, North, Washington, NJ 07882

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

40. That the Township hereby appoints ***Michael S. Finelli, P.E., P.P, C.M.E*** as Township Conflict Engineer to provide all the professional services which may be requested and/or required in that capacity.
41. The Township shall pay the Conflict Engineer through established escrow accounts for the requested parties so that the Certified Municipal Engineer can furnish “Conflict” engineering services for the review of plans, preparation of engineering review reports, construction administration and inspection of certain designated projects as the “Conflict” Township Engineer within Alexandria Township and work ancillary thereto for Alexandria Township. The hourly rate for services is \$145.00.
42. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
43. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
44. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

45. The Alexandria Township Chief Financial Officer has noted that this professional will be paid from Fund 15 as required by the individual escrow. The account number is 01-201-20-155-027.

46. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

- Resolution 2021-030 Township Administrator
- Resolution 2021-031 Zoning Officer
- Resolution 2021-032 Appoint of Chief Financial Officer

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolutions 2021-030 to 2021-032.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

R E S O L U T I O N 2021-030 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING MICHELE BOBROWSKI AS TOWNSHIP ADMINISTRATOR

WHEREAS, the Township of Alexandria has a need for a Township Administrator; and

WHEREAS, the Township of Alexandria wishes to appoint Michele Bobrowski as Township Administrator, subject to the terms of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey is hereby authorized to appoint Michele Bobrowski as Township Administrator and a salary to be paid per the 2021 Salary Resolution.

**RESOLUTION 2021-031 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO APPOINT A ZONING OFFICIAL**

WHEREAS, the Township of Alexandria is in need of a Zoning Official, and;

WHEREAS, Mr. Michael Mullin is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED, effective this date the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, does hereby appoint **Mr. Michael Mullin** to the position of **Zoning Official** for the Township of Alexandria Salary to be paid according to the 2021 budget. This appointment shall take effect immediately. The Zoning Official appointment is a yearly appointment.

COURT PERSONNEL

- Resolution 2021-033 Municipal Prosecutor
- Resolution 2021-034 Alternate Municipal Prosecutor
- Resolution 2021-035 Public Defender
- Resolution 2021-036 Conflict Prosecutor
- Resolution 2021-037 Conflict Public Defender
- Resolution 2021-038 Alternate Public Defender

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolutions 2021-033 to 2021-038.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2021-033 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A MUNICIPAL PROSECUTOR**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of a Municipal Prosecutor for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Municipal Prosecutor for calendar year 2021:

Municipal Prosecutor – Michael O’Grodnick and the Firm of Sava, Schalk, Gillespie, O’Grodnick, and Fisher, P.A.

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan’s salary ordinances, professional services agreements or collective bargaining agreements as per the Shared Service Agreement.

**RESOLUTION 2021-034 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING AN ALTERNATE MUNICIPAL PROSECUTOR**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of an Alternate Municipal Prosecutor for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Alternate Municipal Prosecutor for calendar year 2021:

Alternate Municipal Prosecutor – Kaitlyn L. Michko, Esq.

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan’s salary ordinances, professional services agreements, or collective bargaining agreements as per the Shared Service Agreement.

**RESOLUTION 2021-035 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A MUNICIPAL PUBLIC DEFENDER**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of a Municipal Public Defender for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Municipal Public Defender for calendar year 2021:

Municipal Public Defender – Jennifer Toth and the Firm of Winegar, Wilhelm, Glynn, and Rosemersma

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan's salary ordinances, professional services agreements, or collective bargaining agreements as per the Shared Service Agreement.

**RESOLUTION 2021-036 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A MUNICIPAL CONFLICT PROSECUTOR**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of a Municipal Conflict Prosecutor for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Municipal Conflict Prosecutor for calendar year 2021:

Municipal Conflict Prosecutor – Hyun Lee, Esq.

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan's salary ordinances, professional services agreements, or collective bargaining agreements as per the Shared Service Agreement.

**RESOLUTION 2021-037 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A MUNICIPAL CONFLICT PUBLIC DEFENDER**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of a Municipal Conflict Public Defender for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Municipal Conflict Public Defender for calendar year 2021:

Municipal Conflict Public Defender – Jeff Gonzalez, Esq.

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan's salary ordinances, professional services agreements, or collective bargaining agreements as per the Shared Service Agreement.

**RESOLUTION 2021-038 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A MUNICIPAL ALTERNATE PUBLIC DEFENDER**

WHEREAS, the Township of Alexandria has established a Shared Service Agreement with Raritan Township effective January 1, 2021 for a Shared Municipal Court; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by Raritan Township and Alexandria Township and has received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Shared Municipal Court between Raritan Township and Alexandria Township requires the services of a Municipal Alternate Public Defender for the calendar year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position of Municipal Alternate Public Defender for calendar year 2021:

Municipal Alternate Public Defender – Scott Wilhem, Esq.

BE IT FURTHER RESOLVED that Court personnel shall be compensated for their respective positions in accordance with the Township of Raritan's salary ordinances, professional services agreements, or collective bargaining agreements as per the Shared Service Agreement.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

PLEASE NOTE:

An Electronic Copy of the Employee Manual will be sent to all appointees. Within 60 days appointees must sign the receipt page and return to Clerk as well as attend a Sexual Harassment/Ethics Seminar sponsored by Statewide Insurance Company at a date to be determined. The Municipal Clerk will notify all employees and appointees of seminar date.

Open Space Advisory Committee-1 Year Appointment

Floyd Evans
Gabe Sipos
Thomas Hlasney
Evan Madlinger

Perc Test Witness-1 Year Appointment

Harry Fuerstenberger

Representative to Joint Municipal Court-1 Year Appointment

Jim Kiernan
Chris Pfefferle-Alternate

Environmental Commission-3 Year Appointment

Jackie Freedman
Lisa Sowden

Land Use-1 Year Appointment

Gabriel C. Plumer-Mayor
R. Christian Pfefferle-Township Committee
Jim Kiernan-Mayor's Designee
Michael Giannone-Class 2

2 Year Appointment

Jim Pauch

4 Year Appointment

Dennis Canavan
Jackie Freedman

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

2021 Temporary Budget/Finance Matters

Resolution 2021-039 Temporary Debt Service 2021

Resolution 2021-040 Temporary Budget

Resolution 2021-043 Phoenix Professionals

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolutions 2021-039, 2021-040, and 2021-043.

ROLL CALL: AYE: Plumer, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2021-039 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TEMPORARY DEBT SERVICE FOR 2021

WHEREAS N.J.S. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirement for the coming fiscal year providing that such resolution is not made earlier than the last ten days of the preceding fiscal year, and

WHEREAS, the date of this resolution is subsequent to that date, and

WHEREAS principal and interest will be due on various dates from January 1, 2021 to December 31, 2021, inclusive, on sundry bonds issued and outstanding,

NOW, THEREFORE, BE IT RESOLVED by the Committee of Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2021 to December 31, 2021 inclusive:

Current Fund Budget	
Principal on Bonds	207,300.00
Interest on Bonds	67,619.63

Open Space Fund	
Principal on Bonds	102,700.00
Interest on Bonds	32,117.88

**RESOLUTION 2021-040 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR 2021 TEMPORARY BUDGET**

WHEREAS, N.J.S. 40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2021 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of 3,348,406.78 and

WHEREAS, 26.25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$878,956.77.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

2021 Temporary Budget

Account	Description	Amount
01-201-20-100-010	Mayor and Council: S&W	\$ 6,000.00
01-201-20-100-020	Mayor and Council: OE	\$ 800.00
01-201-20-110-010	Municipal Clerk: S&W	\$ 30,000.00
01-201-20-110-020	Municipal Clerk: OE	\$ 8,000.00
01-201-20-111-010	Administrator: S&W	\$ 2,500.00
01-201-20-120-010	Financial Admin: S&W	\$ 21,000.00
01-201-20-130-020	Financial Admin: OE	\$ 15,000.00
01-201-20-131-020	Audit Services	\$ 5,000.00
01-201-20-135-010	Rev Admin (Tax Col.): S&W	\$ 10,000.00

01-201-20-135-020	Rev Admin (Tax Col.): OE	\$	2,000.00
01-201-20-140-020	Information Systems Support	\$	25,000.00
01-201-20-150-010	Tax Assessment: S&W	\$	12,000.00
01-201-20-150-020	Tax Assessment: OE	\$	750.00
01-201-20-155-020	Legal Serv (Legal Dept): OE	\$	35,000.00
01-201-20-170-020	Agricultural Commission	\$	25.00
01-201-20-175-020	Historical Commission Other Expense	\$	25.00
01-201-21-165-020	Engineering Services: OE	\$	9,000.00
01-201-21-180-010	Land Use Board: S&W	\$	3,950.00
01-201-21-180-020	Land Use Board: OE	\$	1,875.00
01-201-22-195-010	Construction Official (BUILDING DEPT)	\$	24,450.00
01-201-22-195-020	Construction Official: OE	\$	5,500.00
01-201-22-200-010	Zoning Officer: S&W	\$	2,675.00
01-201-22-200-020	Zoning Officer: OE	\$	125.00
01-201-23-210-020	General Liability Insurance OE	\$	60,000.00
01-201-23-215-020	Worker Compensation Insurance	\$	35,000.00
01-201-23-220-020	Employee Group Insurance	\$	44,000.00
01-201-23-221-001	MEDICIAL W PAYMENTS	\$	15,000.00
01-201-23-225-020	Unemployment Insurance	\$	4,000.00
01-201-25-252-010	Emergency Management: S&W	\$	950.00
01-201-25-252-020	Emergency Management: OE	\$	25.00
01-201-25-256-020	Fire Hydrants	\$	50.00
01-201-25-265-010	FIRE PREVENTION S& W	\$	3,200.00
01-201-25-265-020	FIRE PREVENTION O/E	\$	1,000.00
01-201-26-290-010	Road Maintenance: S&W	\$	175,000.00
01-201-26-290-020	Road Maintenance: OE	\$	50,000.00
01-201-26-291-020	Snow Removal	\$	50,000.00
01-201-26-305-010	Solid Waste Collection (Recycling): S&W	\$	2,300.00
01-201-26-305-020	Solid Waste Collection: OE	\$	7,500.00
01-201-26-310-010	Buildings and Grounds: S&W	\$	1,500.00
01-201-26-310-020	Buildings and Grounds: OE	\$	1,100.00
01-201-27-330-010	Pub Health (Bd of Health): S&W	\$	1,050.00
01-201-27-330-020	Pub Health (Bd of Health): OE	\$	2,500.00
01-201-27-335-020	Environmental Commission: OE	\$	1,500.00
01-201-27-360-020	Ageing Services	\$	125.00
01-201-28-376-020	Celebration of Public Events OE	\$	1,250.00
01-201-31-430-020	Electricity	\$	3,500.00
01-201-31-435-020	Street Lighting	\$	2,000.00
01-201-31-440-020	Telephone (exclude equip acq)	\$	1,900.00
01-201-31-460-020	Diesel and Gasoline Fuel	\$	6,250.00
01-201-31-461-020	Propane	\$	5,000.00
01-201-36-472-020	SOCIAL SECURITY	\$	20,000.00
01-201-36-473-020	DCRP EMPLOYER SHARE	\$	2,200.00

01-201-43-490-010	Municipal Court: S&W	\$	10,000.00
01-201-43-490-020	Municipal Court: OE	\$	15,000.00
01-201-44-900-020	Capital Improvement Fund	\$	25,000.00
01-201-44-901-000	Reserve for DPW Equipment Purchases	\$	50,000.00
2021 Temporary Budget Total		\$	818,575.00

**RESOLUTION# 2021-043 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY
PHOENIX PROFESSIONAL AGREEMENT**

WHEREAS, the Township of Alexandria, County of Hunterdon, State of New Jersey is required to have Continuing Disclosure: and

WHEREAS, the Township CFO has reviewed the requirements and various firms that can provide such service: and

WHEREAS, it is in the best interest of the Township to properly maintain the disclosures and the Township of Alexandria has sufficient funds to pay for the annual fee;

NOW THEREFORE BE IT RESOLVED, that the Township of Alexandria hereby authorizes the agreement with Phoenix Advisors, LLC to provide Continuing Disclosure at an annual rate of \$1,050.00 for up to three (3) outstanding issues plus \$100.00 for each additional outstanding issue.

ANNOUNCEMENTS

The Alexandria **Board of Health** will *re-organize* at 7:45 PM, Wednesday, January 6, 2021 via conference call. The public can attend and speak on the conference call by dialing 1-978-990-5000 and use access code: 333891. The regular monthly meeting will begin at 7:30 PM on January 13, 2021 unless otherwise indicated by Executive Orders made by the Governor of New Jersey.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:15 PM, Wednesday, January 13, 2021 via conference call. The public can attend and speak on the conference call by dialing 1-978-990-5000 and use access code: 333891. Further meetings will be conducted on a as needed basis due to Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

The Alexandria **Land Use** will *re-organize* at 7:30 PM, Thursday, January 21, 2021 via online/virtual means and telephonically. The following is a link to the meeting: <https://www.gotomeet.me/alexandrialub>, meeting access code: 283-542-989. If you don't have the means to join the meeting through an electronic device, you can also dial in using your phone at +1 (872)240-3311 using access code: 283-542-989.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 19, 2021 via conference call. The public can attend and speak on the conference call by dialing 1-978-990-5000 and use access code: 333891. Further meetings will be conducted on a as needed basis due to Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 12, 2021 via conference call. The public can attend and speak on the conference call by dialing 1-978-990-5000 and use access code: 333891. Further meetings will be conducted on a as needed basis due to Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

COMMENTS FROM THE FLOOR: *Limited due to time constraints*

No Comments

MOTION TO ADJOURN

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 7:52 PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 7:52 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Re-Org Meeting of January 6, 2021 and certify that said Minutes were approved unanimously by the Township Committee on the 13th day of January 2021.

Gabriel C. Plumer, Mayor